

Job Termination (Secondary Position)

In order to change the employment status of an employee, to terminated, **enter the employee J#** in the ID block then hit the Tab button on your keyboard to populate the employee name. Once the name is populated enter the effective date for the termination in the query date field. Next click the approval category drop down menu and select the **"Job Termination (Secondary Position) EPAF** from the list.

Note: If the change **takes effect immediately**, leave the query date as the current date. If the termination **takes place in the future**, change the query date to the future date that the termination will take effect.

Once the EPAF is selected, a listing of all active jobs for the employee will appear on the screen.

Press the **Go** button and select the secondary position to terminate on the next screen.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * J00758273 Antonio Arlum ←

Query Date: MM/DD/YYYY* 03/16/2014 ←

Approval Category: * Job Termination (Secondary Position), J00033 ←

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	000505	00	Adjunct Faculty	402400, Payroll	Feb 24, 2014	May 31, 2014		Active
Primary	004111	00	Payroll Specialist	405000, Title III Program	Nov 01, 2013			Active

}

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Select

At the **EPAF Job Selection** screen, select the correct radio button associated with the secondary job **to be** terminated.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Antonio Arlum, J00758273
 Query Date: Mar 16, 2014
 Approval Category: Job Termination 2, J00033

Terminate Job, J00001

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="radio"/>
<input type="text"/>	Secondary	000505	00	Adjunct Faculty	402400, Payroll	Feb 24, 2014	May 31, 2014		Active	<input checked="" type="radio"/>
<input type="text"/>	Primary	004111	00	Payroll Specialist	405000, Title III Program	Nov 01, 2013			Active	<input type="radio"/>

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Click **Go** to access the EPAF **Terminate Job** screen

At the **Terminate Job** screen, notice the "termination date" entered on the first screen auto populates in the **Job Effective Date** (date of termination). If the date did not auto populate, enter the correct date in the proper format **MM/DD/YYYY**.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Antonio Arlum, J00758273
Transaction:
Transaction Status:
Approval Category: Job Termination (Secondary Position), J00033
Query Date: Mar 16, 2014
Last Paid Date:

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* - indicates a required field.

Terminate Job, 000505-00 Adjunct Faculty

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	02/24/2014	04/15/2014 ← (Date of Termination)
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable) 00011		00013

Routing Queue

Approval Level	User Name	Required Action
70 - (BUDGET) Budget	J00495021 Chavin Johnson	FYI
75 - (PAYROL) Payroll	J00104358 Christie Mickel	FYI
80 - (HR) Human Resources Approver	J00473992 Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00085189 Linda Wilson	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Comment

Date: Mar 16, 2014 06:18:45 PM
Made by: Rodney George Denne', J00017026
Comments: Supervisor Name: Jane Doe Supervisor J#: J00000000

Transaction History

Action	Date	User Name
Created:	Mar 16, 2014	Rodney George Denne'
Submitted:	Mar 16, 2014	Rodney George Denne'

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Once the "termination" date is entered in the **Job Effective Date** field of the **Terminate Job** section, complete the routing queue process and add any comments needed for the transaction.

After completing the routing queue process, hit **SAVE**.

After saving your work, take the time to review the accuracy of the information keyed before making the final submission for approval.

Notice the **Successfully Saved** message indicator at the top of the screen.

Electronic Personnel Action Form

- ✓ Your change was saved successfully.
- ✗ Enter the information for the EPAF and either Save or Submit

Name and ID: Antonio Arlum, J00758273	Job and Suffix: 000505-00, Adjunct Faculty
Transaction: 6926	Query Date: Mar 16, 2014
Transaction Status: Waiting	Last Paid Date:
Approval Category: Job Termination (Secondary Position), J00033	
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/>	

After reviewing your work for accuracy, click the **Submit button** to execute the personnel action by forwarding the transaction for approval to each employee defined in the manually populated Routing Queue.

Electronic Personnel Action Form

- ✓ The transaction has been successfully submitted.
- ✗ Enter the information for the EPAF and either Save or Submit

Name and ID: Antonio Arlum, J00758273	Job and Suffix: 000505-00, Adjunct Faculty
Transaction: 6927	Query Date: Mar 16, 2014
Transaction Status: Pending	Last Paid Date:
Approval Category: Job Termination (Secondary Position), J00033	